

## **Frequently Asked Questions**

### **Casa Las Palmas in Chase Palm Park (mountainside)**

Thank you for your inquiry regarding renting the Casa Las Palmas on the mountainside of Chase Palm Park. In order to handle your inquiry as quickly as possible, here are some answers to our most “*frequently asked questions.*”

#### **Location**

Casa Las Palmas is located along Cabrillo Boulevard in Santa Barbara’s newest beachfront park—Chase Palm Park. Casa Las Palmas is by the signal light on Cabrillo Boulevard between Garden Street and Calle Cesar Chavez. The exit off the 101 Freeway is “Garden Street.”

#### **Capacity**

The capacity is 50 for a sit-down event, 75 for cocktail-style events (where people are standing), 50 theater-style and 27-36 classroom-style. These numbers cannot be changed since they are pre-determined by the Fire Department for safety reasons.

#### **Description of Center**

Named for the towering palms along Cabrillo Blvd., Casa Las Palmas was built with fun in mind. The facility is inside the 10-acre park, allowing for the opportunity to plan your event around various recreational areas such as the antique carousel and the shipwreck playground. This single-room facility has a spacious feeling enhanced by its vaulted, wood-beamed ceiling, art-lined walls and windows that face onto the park. The outdoor patio lets you and your guests enjoy both park and mountain views and all the beauty the park has to offer.

#### **Price**

This facility has a 2-hour rental minimum and rents “by the hour” every day of the week. To calculate the rental price, multiply the total number of hours needed (including setup and an hour of cleanup) by the *facility usage* and *building monitor* fees. In addition, add in the fees for *tables and chairs*, *cleaning* (if a meal is served), *permit application fee* and *security deposit*. Nonprofit organizations should use the lesser facility usage rate.

**Please note that fees will be adjusted in January 2004 to reflect a resident discount rate for residents of the City of Santa Barbara.**

#### **Security Deposit**

The \$200 security deposit is refundable and will be returned approximately 2 weeks after your event provided there is no permanent damage or excessive cleaning of the facility and that all guidelines were followed during the event. This \$200 deposit should not be confused with the initial \$100 reservation fee, which is paid when a date is confirmed and booked and is non-refundable.

#### **Rental Availability**

Since we are a newer facility in Santa Barbara, we have many available weekdays and weekends for your meeting or special event. For those of you considering a Sunday booking, there is an Arts & Crafts Show that lines the boulevard each Sunday from 10am to dusk. While this show is on the opposite side of the street, it could affect your event (privacy, parking) since it draws more people to the area.

Additionally, we rent outdoor sites within Chase Palm Park for special events. These might also affect your event, so please check with us concerning other event scheduling in the park.

#### **Rental Hours**

We schedule only one event for a Friday, Saturday, Sunday or holiday, so you may choose any span of time as long as your event ends by 1am (with clean-up starting at 12 midnight). Rental hours must be consecutive hours. Rentals for Monday through Thursday must end by 12 midnight (with clean-up starting at 11pm).

### **Viewing the Facility**

Many people initially view this site simply by peeking in through the patio windows. You can also arrange an appointment with our Recreation Specialist, Leslie Lund. Appointments can be made during the day Monday through Friday unless we have an event occurring in the building. On Saturdays or Sundays, if we have a rental event occurring, we let people “peek in” during the renter’s first hour of set-up. Since our Facility Coordinator does not work on weekends and the Building Monitor is mainly around to assist the event, we ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.

### **Setup Time**

Generally caterers need 1-2 hours of setup time for an event at Casa Las Palmas; this is considered as part of your rental time. Our tables, chairs, etc. will already be in place before your “start time.” Setup may not occur prior to this time.

### **Cleanup Time**

During your last rental hour, you are expected to move out any items brought in by you or your vendors. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment and anything else specifically used for your event. Also, you or your caterer must bag, tie and dump any food/beverage trash next to the garbage can outside. Finally, you must leave the kitchen in the same condition as it was found.

You are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

### **Tables, Chairs, Dance Floor, etc.**

The rental price for tables and chairs includes the set-up and take-down. We have an assortment of 6 foot banquet tables, 60 inch round tables, one 48 inch round table and 50 hotel style chairs (padded seat and back). There is no dance floor at this facility. You can either dance outside on the designated area of the concrete patio or dance inside the facility using a rented dance floor. When you book a rental, you will receive a blank floor plan to help you plan and diagram your room set-up.

### **Catering**

You may choose and use any caterer as long as they follow our facility guidelines. This facility does not have a commercial kitchen, so cooking is not allowed. A microwave, commercial refrigerator and sink are available. Additionally, propane units are not allowed inside the Center. Barbecuing is allowed by licensed caterers only.

Self-catering (i.e. where food is brought in but you handle your own cleanup) is allowed but the security deposit is doubled.

### **Alcohol**

All forms of alcohol are allowed with the exception of beer in a keg. If you sell alcohol during your event, a “liquor license” must be purchased from the Department of Alcoholic Beverage Control and displayed at the bar. We will provide you with an application form if you choose this option.

Additionally, there is a “no alcohol” policy for events with attendance by a large number of people between 13 and 20 years of age (i.e. quinceaneras, teen dances or college parties).

### **Linens, Dishes, Glasses, Silverware**

These items are not provided and need to be rented and brought in. Usually your caterer can facilitate this or we can make recommendations for local party rental stores. Since we have no storage area at the facility, your rental items need to be brought in and taken out during your rental time span.

### **Audio-Visual Equipment**

There is a 5’ x 5’ projection screen at this facility. You must provide your own projector, microphone or a public address system as needed.

### **Decorations**

Most groups do not decorate much since the artwork adds color and décor to the walls. Linens, floral centerpieces and candles are generally the kind of decorations we see. However, if you do choose to decorate more than this, you may not nail, staple, thumbtack or duct tape your decorations to the walls. For candles, the flame must be enclosed in a votive cup or hurricane glass covering.

### **Music**

Amplified music is allowed inside and outside on the patio and must end by midnight. We suggest that music stop one hour prior to the end of the event to allow sufficient time for clean up.

### **Parking**

Parking is extremely limited at this park. There is a small lot with only 4 regular and 2 handicapped spaces. We do try to reserve 2 of these spaces to unload of food or supplies for your event. For your guests, there are two public parking lots located at Cabrillo Boulevard and Garden Street. Currently, the Palm Park Parking Lot (on the ocean side of the street) and the Garden Street Parking Lot (on the opposite side) charge \$1.50 per hour per car or \$9.00 maximum. If you wish to pay for parking for your guests, contact the City's Waterfront Parking Department (805) 564-5523. You will receive parking reservation information once your booking is confirmed. There is also limited street parking along Cabrillo Boulevard.

Note: There is free weekday parking in both public lots Monday -Friday from October 1<sup>st</sup> to Memorial Day weekend. Weekend rates remain as noted above.

### **Wedding Ceremonies**

This facility is most often used for wedding receptions. However, there are several picturesque areas within the park that can be rented for your wedding ceremony. Our Facility Coordinator can give you further information on these areas. Please note that we do not allow any of the facility's tables or chairs to be out on the grass.

### **"7-Day Tentative Hold" vs. "Confirm & Book" a Date**

Once you decide to rent Casa Las Palmas and have determined a date, you can either put a "7-day tentative hold" for the date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 7 days, you must either confirm and book or release the date. Once the date is booked, we'll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.

To confirm a date and start the rental paperwork process, contact Leslie Lund, Facility Coordinator, at (805) 897-1983 or by email at [llund@ci.santa-barbara.ca.us](mailto:llund@ci.santa-barbara.ca.us).

### **Insurance**

Insurance is not required for private events since we have a building monitor present. Public special events do require insurance.

### **Nearby Overnight Accommodations**

The Fess Parker Doubletree Hotel, the Harbor View Inn and some smaller motels along Cabrillo Boulevard are all within walking distance.

### **Security Guards**

Depending on the type of event planned, we reserve the right to require that you hire licensed security guards.

### **Cancellation Policy**

The initial \$100 reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the Security Deposit is refunded and 90% of the remaining fees paid (excluding the Reservation Fee).

### **Other Facilities/Sites**

Two larger indoor facilities and outdoor beachfront park locations are available for rental. Please contact us for further information.